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*File
Reports - 1
July - Dec. '58*

Chief, Management Staff

27 August 1958

Chief, Records Management Staff

Weekly Report for Week Ending 27 August 1958

1. Contributions

a. Tangible

- (1) Twelve offices transferred 442 cu. ft. of inactive records to the Center; disposed of 145 cu. ft.; 387 cu. ft. accumulated for [REDACTED] 25X1A13a
- (2) The OCR clean up campaign continues to produce tangible results - 11 more safes were released for return to supply channels, making a total of 65 pieces of safe and non-safe filing equipment released to date. The campaign will conclude in another week.
- (3) The Shelf File Installation in the Office of Security has been completed; 530 letter size (non-safe) cabinets were returned to stock.
- (4) Five new and 8 revised forms completed.

b. Intangible

Commented on a draft of a Training Aid Manual prepared by OTR for use by Intelligence Analysts.

2. Assignments - Active

a. Forms

- (1) 12 new and revised forms in process.
- (2) Survey - Printing Services Division
- (3) Reduction in [REDACTED] Requirements for Forms.
- (4) Revision of Travel Order
- (5) Revision of Chain Envelope and Courier Receipt

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b. Shelf File Installations

- (1) Medical Staff
- (2) Office of Communications - tentative floor plan prepared for one installation.
- (3) Map Library Division/ONE
- (4) Office of Personnel - Official Personnel and Applicant Files
- (5) Office of Security - Section 1 & (3).

c. Filing Systems

- (1) OOR/IR - Securing of area for Mock-up installation in process.
- (2) Office of Personnel - subject filing systems completed in 11 offices; next installation Personnel Operations Division.
- (3) New Building Planning Staff - began development of filing system, development of forms and selection of filing equipment.

d. Audit and Revision of Records Control Schedules

- (1) General Counsel
- (2) Medical Staff

3. Assignments - Inactive

- a. OSI Subject-Numeric Files Installations
- b. Logistics Security Staff Card Index
- c. Machine Records Division Files Survey

4. News

Two new Area Records Officers (Office of Personnel and ONE) are receiving orientation and on the job training.

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